

**METROPOLITAN WASHINGTON
UNIFIED CERTIFICATION PROGRAM**

55 M Street S.E. 3rd Floor
Washington, D.C. 20009



District Department of Transportation



RE: Metropolitan Washington Unified DBE Re-Evaluation

Dear DBE:

Your certification with the District of Columbia, Department of Transportation as a Disadvantaged Business Enterprise will expire soon.

You can complete and submit your re-evaluation on line at <http://dbe.ddot.dc.gov>. Once you have completed your application, print the completed application and forward it along with all documents to the address above. The Department's application package is also enclosed for your use in renewing your certification. The following documents should accompany your completed and notarized application:

- [] A completed DBE Unified Certification Application (enclosed)
- [] A completed and notarized "No Change Statement" or "Notice Regarding Change" (enclosed)
- [] Last three (3) year's **business tax, balance sheets** and **personal** tax returns
- [] Copy of completed Personal Financial Statement and DC DOT Personal Net Worth Statement Addendum (forms enclosed)
- [] Copy of the DBE/WBE current certification letter from the State in which you reside if other than the District of Columbia and any other state certifications
- [] A narrative description of any organizational and/or personnel changes that have occurred since your initial certification
- [] The current number of employees on your payroll
- [] A list of your firm's three largest contracts (project name) over the last three years and their dollar value (form enclosed)
- [] A list of NAICS Codes and description (form enclosed)
- [] Copy of current certification under the SBA 8(a) Program (if applicable)
- [] Proof of minority status (Ex. Clear copy of Birth Certificate, Passport or Driver's License)

Please note that the items listed above are the only documents requested unless your organization has made changes in its By-Laws, Articles of Incorporation, or any other ownership documents during the last year.

This information must be submitted in its entirety to me as Chairperson of the Committee at the above address as soon as possible. **PLEASE DO NOT BIND AND/OR STAPLE INFORMATION AND, WHERE POSSIBLE, AVOID LEGAL PAPER.** Should you have any questions regarding this matter, please contact Glenda Payne at 202/671-0479.